



AMBITIONS
Academies Trust



MANORSIDE
ACADEMY

First Aid, Medical and Intimate Care Policy

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| SCOPE: | Academy Policy |
| AUTHOR/ORIGINATOR: | Manorside Academy |
| NAME OF RESPONSIBLE DIRECTOR/PRINCIPAL: | Alex Prout, Sector Director |
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Outstanding Achievement for All

This policy outlines Manorside Academy's responsibility to provide adequate and appropriate first-aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy applies to all young people in the Academy.

Aims

- To identify the first-aid needs in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while pupils and staff are on academy premises, and also off the academy premises whilst on academy visits.

We aim to ensure that our policy is in line with the DFE Guidance on First Aid for Schools.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Academy.
- To provide relevant training and ensure monitoring of the training needs.
- To provide sufficient and appropriate resources and facilities.
- To make the Academy's first-aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- All relevant staff will be made aware of the young person's condition.
- Risk assessments for school visits, holidays and other school activities outside of the normal timetable will be completed prior to the event.
- Monitor individual healthcare plans.
- Parents/Carers are requested to inform the Academy should any aspects of the pupils Healthcare plan change. Whilst the Academy wishes to support your child effectively, there may be occasions The Academy are unable to, consultations with Parents/Carers and/or any relevant agencies will be available.

Provision

The Academy is a low-risk environment, but will consider the needs of all staff and pupils at all times, within different places in the Academy and during different activities in deciding on the appropriate provision. In particular they should consider:

- Off-site trips
- Off-site Physical Educational
- School trips
- Design and Technology, Food Technology and Art rooms
- Out-of-hours provision, for example clubs/events

Arrangements will be made to ensure that the required level of cover of both first aiders and appointed persons is available at all times when people are on academy premises.

First aiders

The recommended number of certified first-aiders is one per 100 young people/staff. There are first-aiders based in each year group as well as PE staff and other support staff.

Qualifications and Training

First aiders hold a valid certificate of competence, issued by an organisation approved by the Health and Safety at Work Executive (HSE). These are either 3 year 'First aid at work' qualifications, or 1 day Emergency First Aid qualifications. First Aiders undertake appropriate refresher training. The academy also has 3 members of staff trained as Paediatric First Aiders, with each member of staff being based within the Lower School.

First Aid Materials, Equipment and Facilities

The lead person must ensure that the appropriate amount of first-aid containers according to the risk assessment of the site is available. All first aid containers must be marked with a white cross on a green background and are generally kept near to hand-washing facilities. If a first aid box is running low on stock the first aiders who use this box will inform the lead first aider as soon as possible so it can be re-stocked. Responsibility for checking and re-stocking the first-aid containers is that of the Lead First-aider.

The school mini-buses must carry a first-aid container and these first aid containers must accompany teachers off-site with young people. Spare stock is kept by the Lead First Aider.

First aid kits are found at the following locations:

- Early Years
- Staffroom
- First Aid Room
- Food Tech Room
- Main Office

Identification and Treatment of pupils with particular medical conditions

Pupils with long-term medical needs

Pupils with medical needs entering the Academy from local primary schools will usually be identified through discussions with the Reception teacher through the Academy Transition process. Such information will be checked with the parent by

the Inclusion Team in collaboration with class teaching in order to ensure that appropriate records are kept and appropriate provision can be made.

Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual pupils. The parent will be required to complete a Medical Statement form to identify any medical needs. This may require endorsement from the pupil's General Practitioner. Where appropriate a written health care plan will be devised, involving parents and relevant healthcare professionals.

Parents are responsible for informing the Academy of medical issues that arise during the pupil's time in the Academy. The Academy would like to have any relevant healthcare information if possible before the start of any term, or at the earliest time possible. This will ensure a smooth transition into the Academy.

The Academy requires the following healthcare information:

- The medical condition, its triggers, signs, symptoms and treatments
- Information related to medication required (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
- Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Written permission from Parents for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- What to do in an emergency, including whom to contact, and contingency arrangements.

Medicines in the Academy

The pupil's class teacher, relevant SLT member and office staff should be informed of any medication brought into the Academy at any time. At this point Parents are asked to complete a medical declaration for the administering of medication form (see appendix 2). These are kept in the document holder in the main foyer.

Information regarding any prescribed medication should be made available to the pupil's class teacher and the main office, and a copy of medical declaration for the

administering of medication form (see appendix 2) will be made available to the relevant staff, if applicable. No pupils will be given medicine without parental consent.

In the event of any special form of administration of medication being required, the parent must contact the Academy so that arrangements can be made for this to occur.

When administering medicines, staff should check the pupil's name, prescribed dose, expiry date and any further instructions. If in doubt, staff will not administer the medicines. If staff have any concerns they will raise them with SLT, who in turn will bring them to the attention of the parent and/or health professional attached to the school.

If a pupil refuses their medicine, staff will not force them, but will inform parents immediately, and note this in the records. Parents may be requested to attend the Academy to give the medicine. If refusal to take the medicine results in an emergency the Academy will put emergency procedures into practice, including calling for an ambulance when required.

The trained First Aider will liaise regularly with the SEND Lead to discuss any short/long term medical needs of children, and to assess any training needs which may be required. The First Aider will cascade this information to appropriate staff.

Storage of medicines

Any regular medicines are named and kept in a locked cabinet within the main office, with the exception of antibiotics which are stored in the fridge within the medical room which is locked at all times when not supervised. Medicines dispensed are recorded on the reverse of the medication form (see appendix 2). For young people with asthma, inhalers/spare inhalers are kept in classrooms together with the asthma card completed by the parent / carer.

Inhalers will be sent home to be cleaned (responsibility of the parent) when appropriate and parents will be informed of any inhalers where the expiry date is due to elapse.

Maintaining Medical / Accident records

Accident records

Statutory accident records: The principal or designated lead must ensure that readily accessible accident records, written or electronic, are kept **for a minimum of three years**. The designated person must ensure that a record is kept of any first aid treatment given by first-aiders or appointed persons. This should include:

- The date, time and place of accident / incident.
- The name, year and school of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- What happened to the person immediately afterwards.

- Name and signature of the first aider or person dealing with the incident.

The designated person must have in place procedures for ensuring that parents are informed of significant incidents. This will be both through phone and written communication for any significant incidents (a slip will be provided).

Monitoring

Accident records can be used to help the Principal / designated person and Inclusion Lead identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Principal / designated person should establish a regular review and analysis of accident records.

Medical records

Any sick young people will be seen in the first instance by a first-aider in the medical room for assessment. If they feel it is necessary to send a young person home, the parent or primary carer will be contacted and the young person collected by a responsible person. In ALL instances, an incident form will be filled in, scanned and saved into the pupil's information file (see appendix 1).

Written permission will be obtained for each and every medicine to be given to our young people. Parents/carers will be informed of every significant incident/accident and of any first aid applied, both via a phone call and a slip given to the young person to take home to confirm.

Illness in the Academy

If a pupil becomes ill in a lesson and the teacher feels that medical treatment is required, the pupil should be sent to medical room or main office, accompanied by an adult or another pupil.

The Academy has a strict policy that no medication will be given orally or externally unless permission has been given by the parent. Parents will be contacted depending upon the nature of the medical problem.

If the teacher feels that the pupil is too ill or injured to be moved, then a designated First Aider should support to administer treatment as appropriate. If it is thought that follow-up treatment is required, the parent will be contacted or a letter sent home with the pupil. In all instances of general first aid, a pupil takes home a first aid slip outlining the first aid that has taken place so that parents/carers are informed and aware.

In more serious cases, where hospital attention is deemed necessary, the Academy will contact parents, who will be expected to take their child to hospital.

In an emergency, an ambulance **must** be called immediately and then the parent contacted by the Academy. In the absence of a parent, a member of staff must accompany the pupil to the hospital and remain there until the parent arrives.

If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

Hygiene/Infection Control

Basic hygiene procedures must be followed by all staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment. ALL items with body fluids on them for example gloves, aprons, wipes, tissues, etc. are to be disposed of in the large yellow bin in the medical room or in the shower room in the lower school. They should never be placed in a waste paper basket or other bin.

In relation to hygiene procedures for spillage of body fluids, every first-aid box has a bio-hazard pack for the disposal of body fluids.

Risk Assessment

A risk assessment (using a standard Ambitions Academies Trust risk assessment form) is completed when a pupil arrives in school with a broken limb that is in plaster/sling, or the pupil is using crutches. Strategies are put in place for and where necessary no physical activity for example dance/ Physical Education should be undertaken. This plan is agreed and signed by the parent / carer. Staff are made aware of these planned controls and the action plan. The pupil is also informed of what to do and where to go in the event of the fire alarm being activated.

Off-premises visits

The Academy believes that all pupils are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate pupils with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept, and therefore a risk assessment will be completed prior to any event that will include the assessment of risk related to first aid issues.

For residential visits, risk assessment related to first aid forms an integral part of the planning process, with detailed risk assessments produced to both minimise risk and prepare for the eventuality of administering first aid.

Policy on specific medical issues

The Academy welcomes all pupils and encourages them to participate fully in all activities.

The Academy will advise staff on the practical aspects of management of:

- i Asthma attacks
- ii Diabetes
- iii Epilepsy
- iv An Anaphylactic Reaction
- v Any additional Healthcare information will be shared if the Academy feel appropriate.

The Academy will keep a record of pupils who may require such treatment.

The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been logged with the Academy together with clear guidance on the usage of the medication, failure to follow procedures or have the correct signed forms may result in the child being unable to receive the required medication.

Reporting Accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), significant accidents must be reported to the HSE as a statutory duty. The Health and safety officer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. If deemed necessary by the first-aider, parents will be informed of an accident either by telephone or via an incident slip sent home with the Young Person.

The following accidents must be reported to the HSE:-

Involving employees or self-employed people working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.

For definitions, see HSC/E guidance on RIDDOR 1995, and information on Reporting School

Accidents Involving pupils and visitors:

- Accidents resulting in the person being killed, or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work. i.e. if it relates to any academy activity, both on or off the premises
- The way the academy activity has been organised and managed
- Equipment, machinery or substances
- The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay via their online form. The Principal is responsible for ensuring this happens. The Principal or designated person must complete the RIDDOR Form online.

Re-assessment of first aid provision

As part of the School's monitoring and evaluation procedures:

- The Academy shall review the first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The Admin Lead monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The Lead first-aider checks the contents of the first-aid boxes monthly and re-stocks as appropriate for that department.
- First aid equipment checking forms part of the Estates team's regular health and safety audits.

Intimate Care

Principles

Manorside Academy is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

All pupils at Manorside Academy have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the Manrside Academy.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of the Disability Discrimination Act 2005. Bayside Academy will ensure that:

- No pupil's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No pupil with a named condition that affects personal development will be discriminated against.
- No pupil who is delayed in achieving continence will be refused admission.
- No pupil will be sent home or have to wait for their parents/carer due to incontinence.
- Adjustments will be made for any pupil who has delayed incontinence.

Definition

Intimate care can be defined as an activity which meets the personal care needs of a pupil. Intimate personal care includes hands-on physical care in personal hygiene, and physical presence or observation during such activities. Intimate personal care tasks can include:

- Body bathing other than to arms, face and legs below the knee.
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing.

- Application of medical treatment, other than to arms, face and legs below the knee.
- Supporting with the changing of sanitary protection.

Toileting and Intimate Care Policy

Intimate Care Tasks

This refers to any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing pads / nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/Carers – a member of staff at Manorside Academy will work in partnership with parents/carers to provide care appropriate to the needs of the individual pupil. A care plan will be jointly produced that will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- The names of staff permitted to assist with intimate care
- Additional equipment required
- Pupil's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Pupil's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- The monitoring to be put in place to review the pupil's development

Parents/Carers are asked in most cases to supply the following:

- Spare pad / nappies
- Wipes, creams, etc.
- Spare Clothes
- Spare underwear

When intimate care is given, the member of staff will aim to explain each task that is carried out and the reason for it fully. Staff encourage pupils to do as much independently as they can, and lots of praise and encouragement will be given to the pupil when they achieve this.

All staff in the Academy must follow the procedures and advice outlined when carrying out intimate care of pupils.

1. Ensure they are aware of the Safeguarding Policy and Procedures in place within the Academy. If concerned about a pupil's actions or comments whilst carrying out intimate care, this should be discussed with the Academy's Designated Safeguarding Lead.
2. Use the nature of the incident / care required, and knowledge of the pupil to make a judgement on how many adults should be involved in intimate care. In some cases, it may be advisable to have two adults in attendance,

particularly depending on the gender of the pupil. This could also be in cases where the pupil is vulnerable or where knowledge of the pupil or family indicates there could be difficulties / allegations made. As a minimum, information is shared with the class teacher about the fact that intimate care is required and where this will occur.

3. If possible a pupil should be assisted / supervised in a disabled toilet to allow for privacy / supervision.
4. Pupils should always be encouraged to carry out intimate care as independently as possible.
5. The dignity of the pupil should be considered at all times and they should be allowed to make a decision on how they would like to be assisted when appropriate to do so. Questioning can be a useful part of this process, for example:

Would you like some help?

Would you like me to help you?

What would you like me to help you with?

Would you like me to come with you and wait outside the door in case you need any help?

6. If the pupil requires assistance with intimate care regularly, the care plan should be updated with the parent / carer before being agreed and signed by them.
7. When unplanned intimate care is required, a second member of staff (e.g. class teacher or teaching assistant) should be informed of what is happening and if necessary assist.
8. All equipment needed for use during unplanned intimate care will be kept in the Medical room or in a cupboard which is unable to be accessed by any child. This will contain gloves, wipes, bags for putting soiled clothing in and, where required, sanitary pads. If any of these items are used or are at risk of expiration it is the responsibility of the Lead First Aider to replenish these resources. Spare underwear and clothing will also be kept with the equipment or in the child's bag where appropriate to do so. All used items must be placed within the yellow medical bins within the medical room / disabled toilet.
9. If it is suspected that the pupil has soiled themselves and it is denied by the pupil, the matter should be referred to the parent for advice. They should either come into the Academy to assist the pupil or take them home and return them to school once the pupil has been able to change.
10. If a pupil has been assisted with intimate care which is not planned, a parent must be contacted as soon as possible to inform them of what has happened

and how the pupil was assisted. This should be recorded on MyConcern by each member of staff carrying out the care.

11. Routine intimate care will be outlined and evidenced in each child's care plan, where a plan is required.
12. Confidentiality should be maintained at all times between pupil, the Academy and parent/ carer.

Safeguarding

Staff are trained on the signs and symptoms of pupil abuse in line with Dorset Safeguarding Pupil's Board guidelines, including a secure understanding of Part 1 of Keeping Children Safe In Education, and are aware of the DFES booklet 'What to do if you think a pupil is being abused'. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Academy's Designated Safeguarding Lead immediately in line with the school's Safeguarding Policy.

Should a pupil become unhappy about being cared for by a particular member of staff, the Academy's designated person for safeguarding will look into the situation and record any findings. These will be discussed with the pupil's parents/carers in order to resolve the problem. If necessary the Academy's designated person for safeguarding will seek advice from other agencies (following parental consent to talk to any agency about a specifically named pupil). If a pupil makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by use of our Medical waste bin in the medical room and disposed of by PHS Clinical Waste Company. When dealing with body fluids, site staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled pupil's clothing will be bagged to go home or placed in our Medical waste bin in the medical room and disposed of by PHS Clinical Waste Company – staff will not rinse it. Pupils will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Policy Review

This policy will be reviewed by the Academy Leadership team as part of the Academy annual review process.

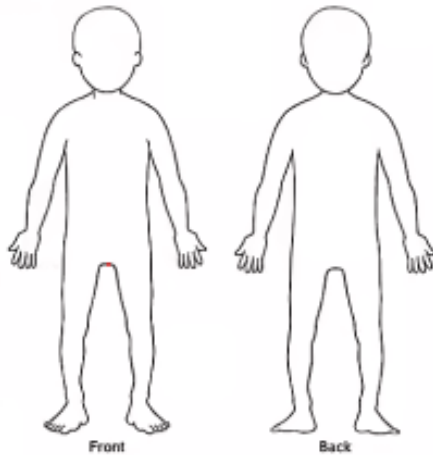
This policy will be actively promoted and implemented throughout the Academy.

Appendix 1 – Incident form

Date:/...../.....

Dear Parent/Carer of Class:

Your Child has sustained an injury to his/her:



| Head | Face | Arm |
|-------|----------|-------|
| Right | Forehead | Right |
| Left | Lip/Chin | Left |
| Back | Eye Area | Upper |
| Front | | Lower |

| Body | Leg | Foot |
|-------|-------|-------|
| Right | Right | Right |
| Left | Left | Left |
| Upper | Upper | |
| Lower | Lower | |

This Happened during:

| | | | | |
|---------------|-----------|-----------------|----|-------|
| Morning Break | Lunchtime | Afternoon Break | PE | Class |
|---------------|-----------|-----------------|----|-------|

| |
|----------------|
| Breakfast Club |
|----------------|

| |
|------------------|
| Afterschool Club |
|------------------|

Any other details:

We have treated your child's injury BUT should you become concerned about their condition, please seek medical advice.

Yours sincerely

..... (FIRST AIDER)

Appendix 2 – Medical declaration for the administering of medication

Parental Consent Form - Administration of medication

My child has been diagnosed as suffering from

They are considered fit for school but require the following prescription medication to be administered during school hours.

DETAILS OF PUPIL

Surname.....Forename(s).....

D.O.B. Class

MEDICATION

Name/Type of Medication (as described on container)

Date dispensed Expiry date

For how long will your child take this medication?

FULL DIRECTIONS FOR USE

Dosage and method

Timing (eg lunch time)

Special precautions (if any)

Side Effects (if any)

Self Administration

Procedures to take in an Emergency

CONTACT DETAILS

Name Relationship to Pupil

Daytime Tel No

Address

I understand that I must deliver the medicine personally to the school office and accept that this is a service that the school is not obliged to undertake.

Date Signature(s)